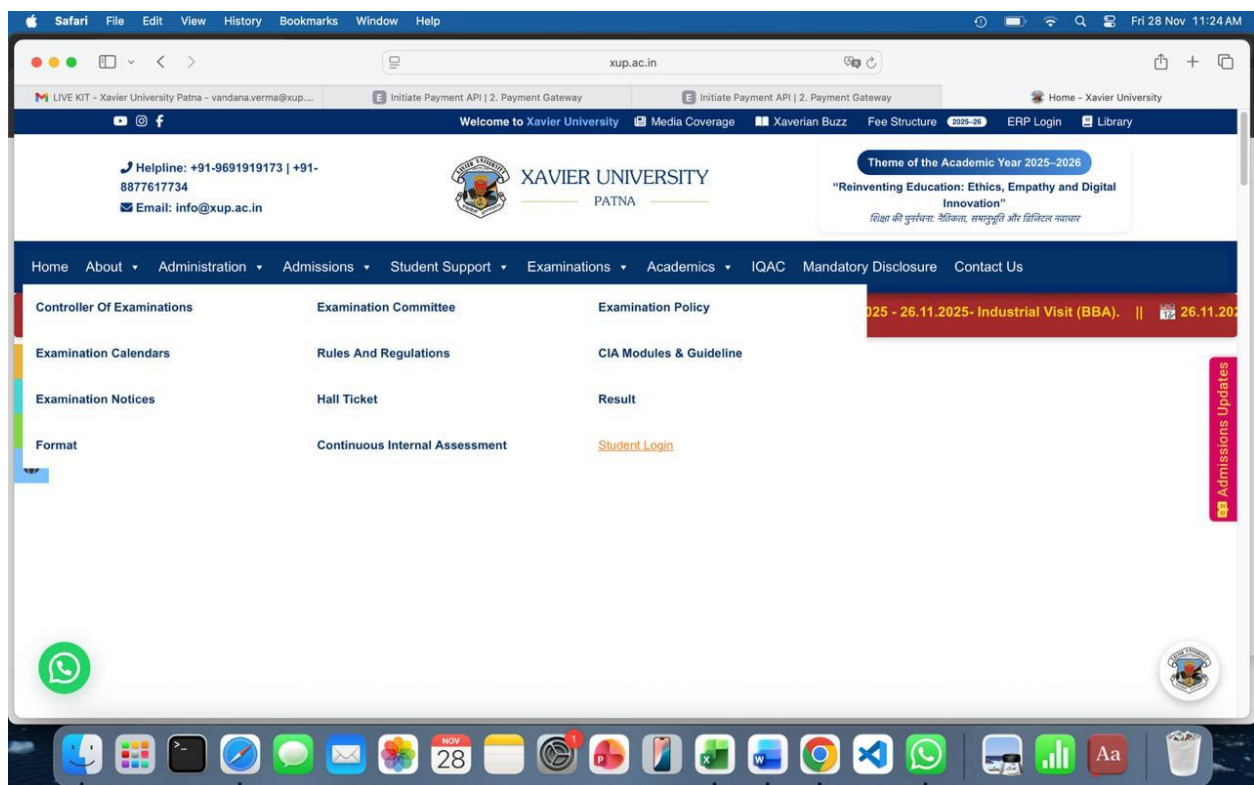


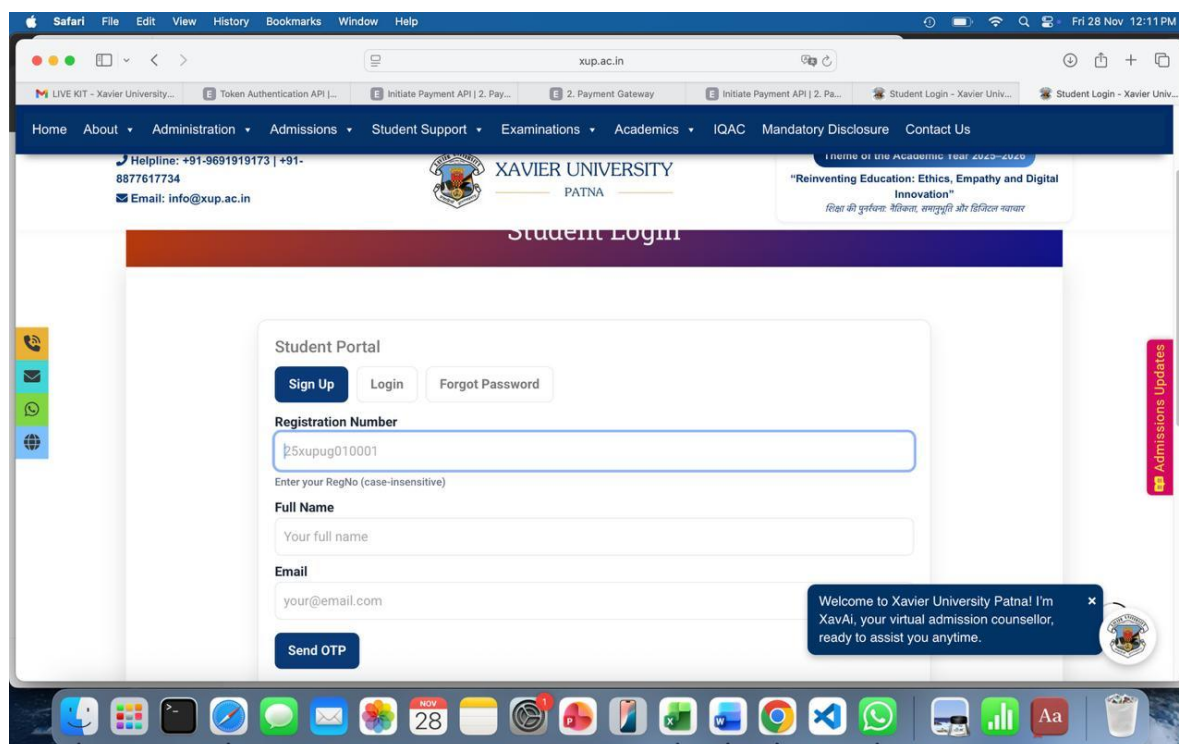
Ref. No: XUP / EXAM /ESE-Form Submission Manual /037/2025-2026

Date: 01 December, 2025

END SEMESTER EXAMINATIONS, SEMESTER 1, 2025 EXAMINATION FORM SUBMISSION INSTRUCTION MANUAL



STEP 1: GO TO THE UNIVERSITY WEBSITE CLICK ON EXAMINATIONS SECTION AND CLICK STUDENT LOGIN.



Student Portal

Sign Up Login Forgot Password

Registration Number
25xupug010001

Enter your RegNo (case-insensitive)

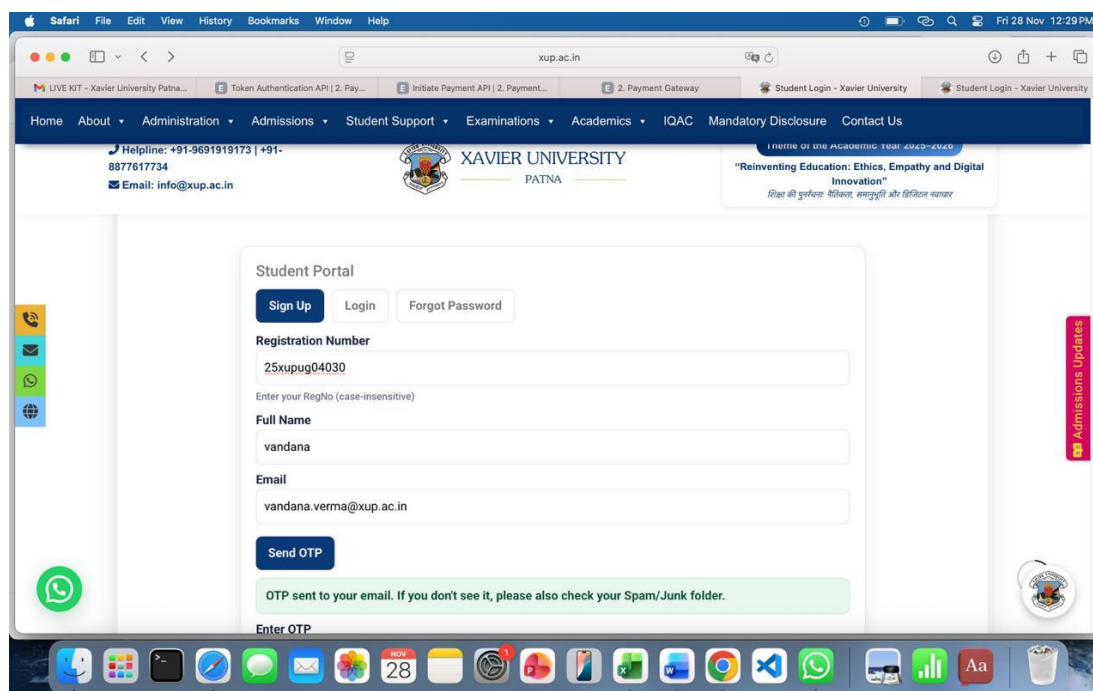
Full Name
Your full name

Email
your@email.com

Send OTP

Welcome to Xavier University Patna! I'm XavAi, your virtual admission counsellor, ready to assist you anytime.

STEP 2: NOW ENTER YOUR REGISTRATION NUMBER, NAME AND EMAIL ID (As submitted to the University Office / As given in the Registration No. Notice)



Student Portal

Sign Up Login Forgot Password

Registration Number
25xupug04030

Enter your RegNo (case-insensitive)

Full Name
vandana

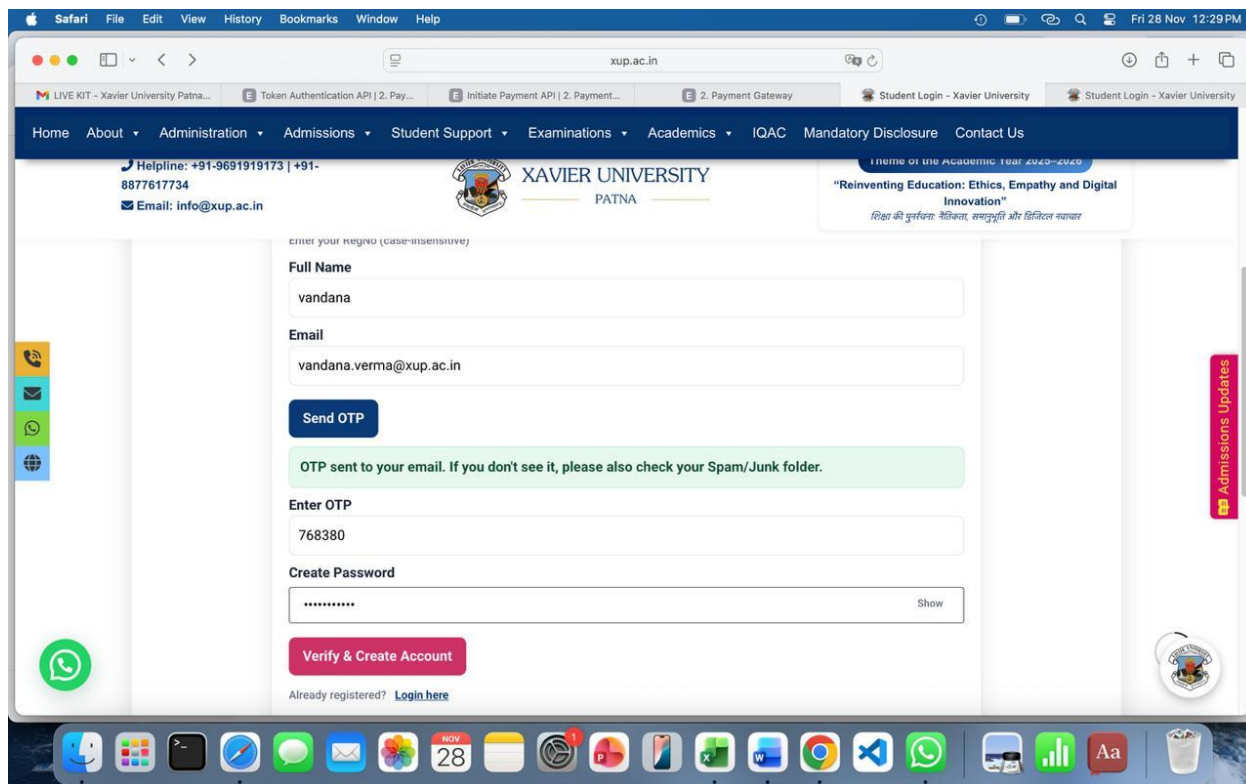
Email
vandana.verma@xup.ac.in

Send OTP

OTP sent to your email. If you don't see it, please also check your Spam/Junk folder.

Enter OTP

STEP 3: CLICK ON SEND OTP SO THAT YOU CAN RECEIVE THE OTP ON YOUR EMAIL ID



enter your regno (case-insensitive)

Full Name
vandana

Email
vandana.verma@xup.ac.in

Send OTP

OTP sent to your email. If you don't see it, please also check your Spam/Junk folder.

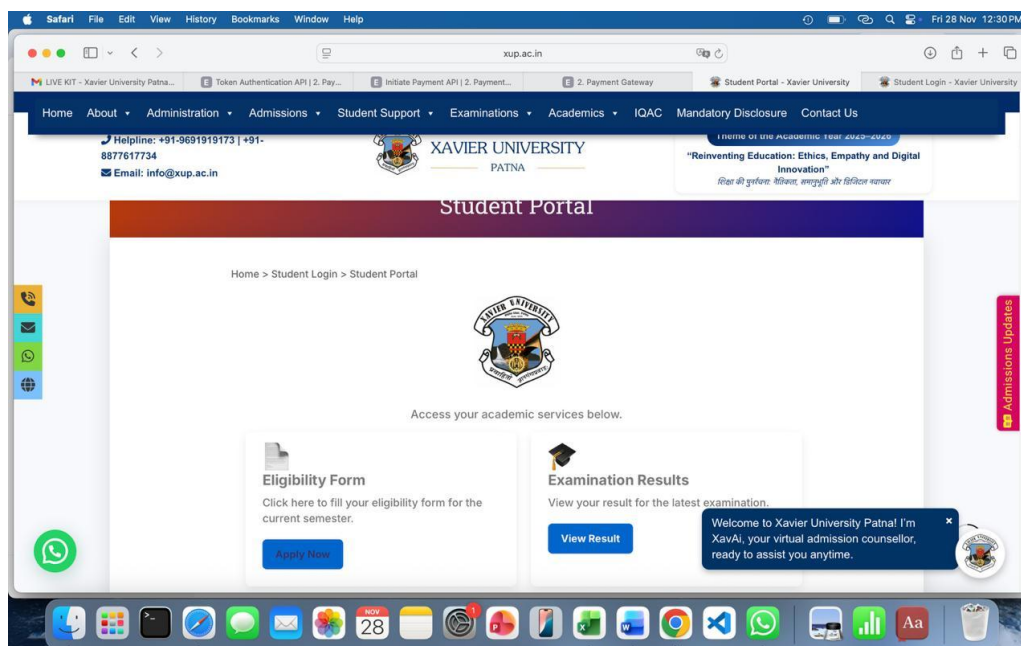
Enter OTP
768380

Create Password
***** Show

Verify & Create Account

Already registered? [Login here](#)

STEP 4: ENTER THE OPT RECEIVED IN YOUR E-MAIL AND CREATE A PASSWORD AND VERIFY YOUR ACCOUNT



Student Portal

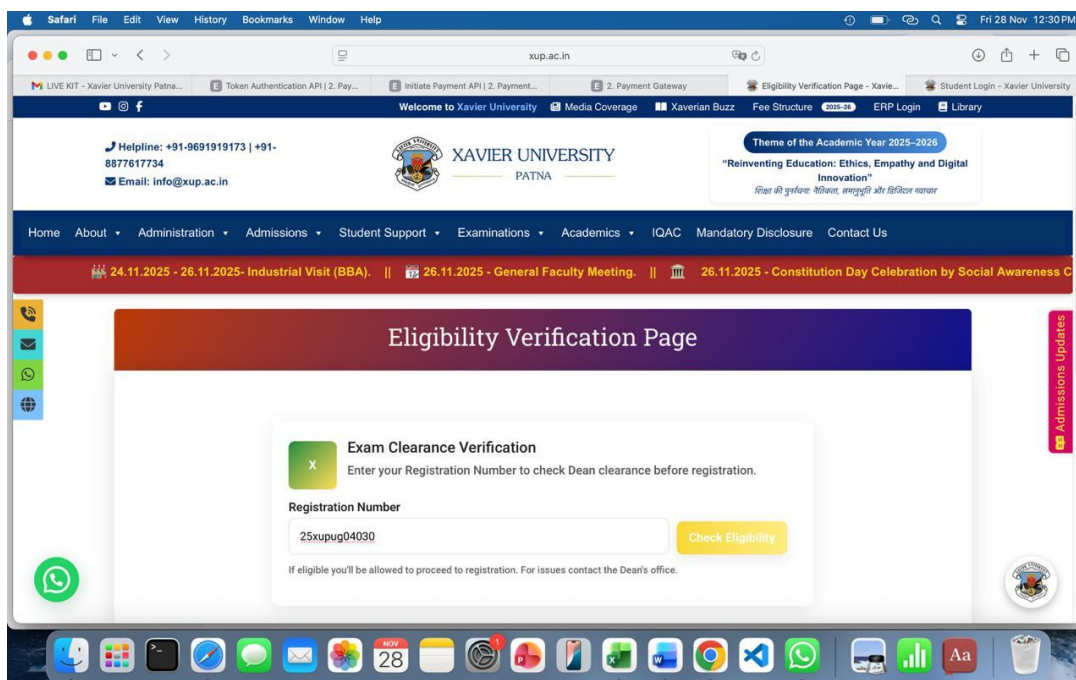
Home > Student Login > Student Portal

Access your academic services below.

Eligibility Form
Click here to fill your eligibility form for the current semester.
[Apply Now](#)

Examination Results
View your result for the latest examination.
[View Result](#)

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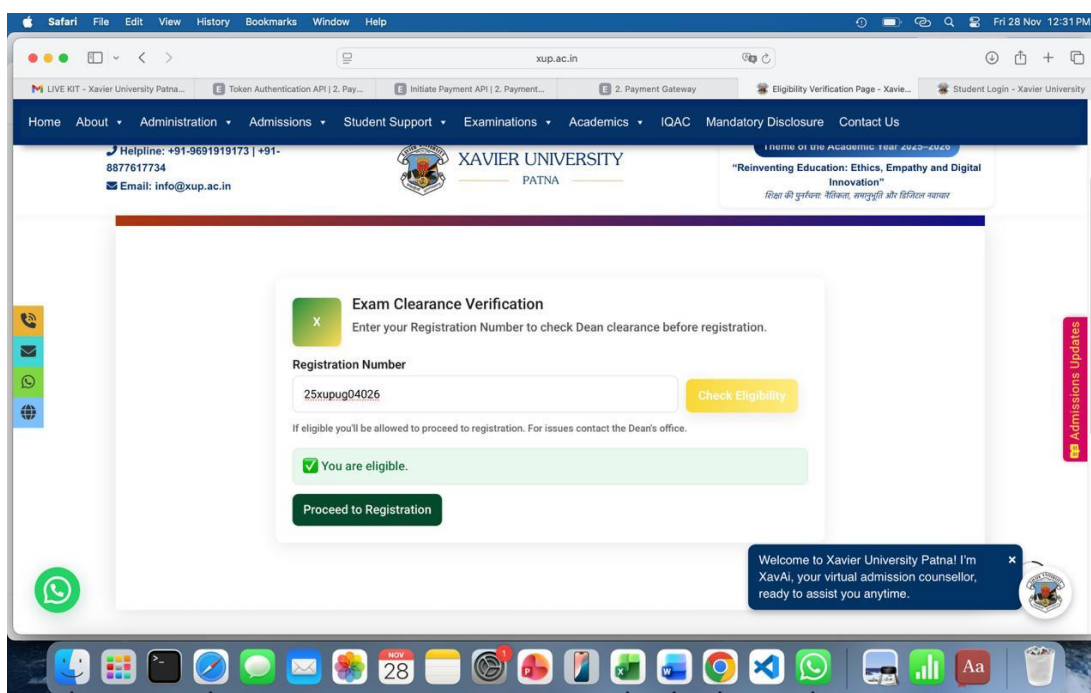
Eligibility Verification Page

Exam Clearance Verification
Enter your Registration Number to check Dean clearance before registration.

Registration Number
25xupug04030

[Check Eligibility](#)

If eligible you'll be allowed to proceed to registration. For issues contact the Dean's office.



Eligibility Verification Page

Exam Clearance Verification
Enter your Registration Number to check Dean clearance before registration.

Registration Number
25xupug04026

[Check Eligibility](#)

If eligible you'll be allowed to proceed to registration. For issues contact the Dean's office.

[Proceed to Registration](#)

[Admissions Updates](#)

Welcome to Xavier University Patna! I'm XavAi, your virtual admission counsellor, ready to assist you anytime.

STEP 5: CHECK YOUR ELIGIBILITY AND PROCEED FOR REGISTRATION (if you are not eligible, meet Fr. Registrar, get clearance and signup)

E-mail: examination.ug@xup.ac.in | examination.pg@xup.ac.in | examination@xup.ac.in

Contact: 8235934515 | website: www.xup.ac.in



XAVIER UNIVERSITY

Digha-Aashiyana Road, Digha Ghat,
Patna- 800011, Bihar, India

Controller of Examinations
coe@xup.ac.in

Full Name
Vandana

Father's Name
Vijay verma

DOB
21/10/2008

Gender
☐ Male
☒ Female

category *
☐ GEN
☐ OBC
☒ SC/ST

Program Name
BEN - Bachelor of English

Exam Name
BEN 1st Semester Examination ,2025

School Name
School of Arts and Humanities

Full Name
Vandana

Father's Name
Vijay verma

DOB
21/10/2008

Gender
☐ Male
☒ Female

category *
☐ GEN
☐ OBC
☒ SC/ST

Upload Your SC/ST Certificate *
PDF Format Only (size should be <200 KB)

Choose File No file chosen

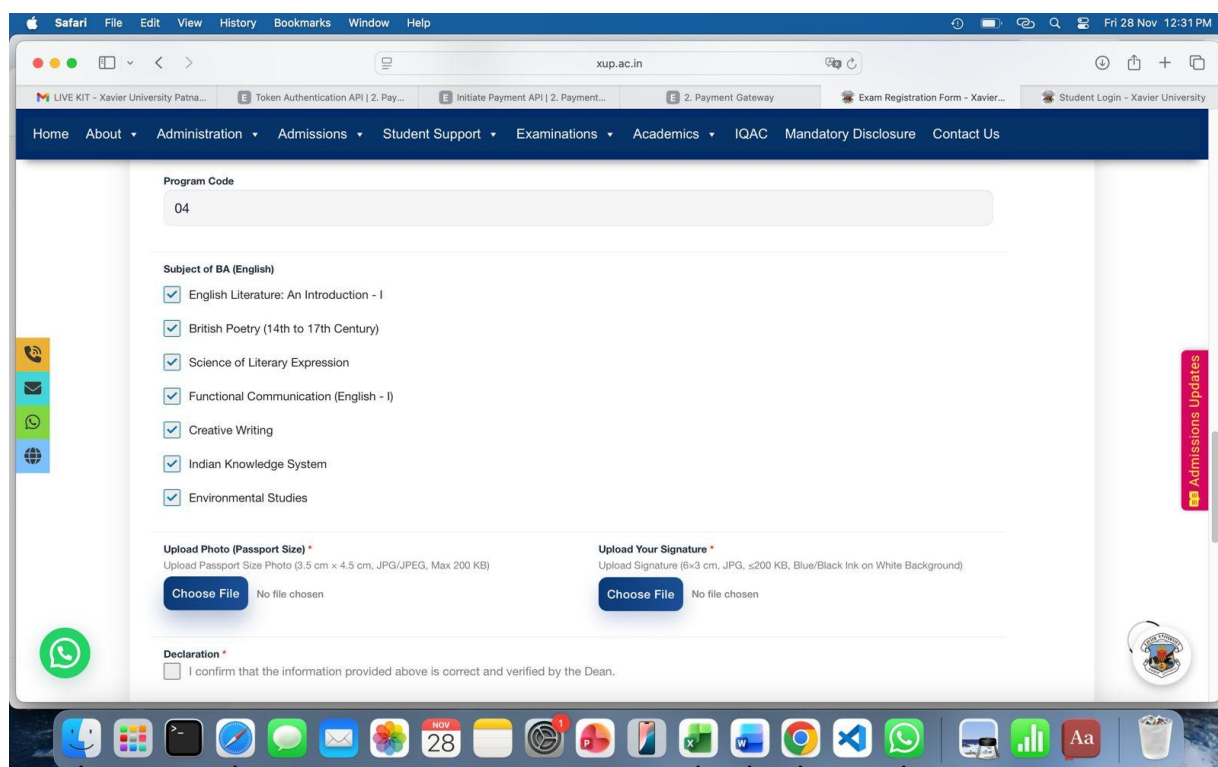
Program Name
BEN - Bachelor of English

Exam Name

E-mail: examination.ug@xup.ac.in | examination.pg@xup.ac.in | examination@xup.ac.in

Contact: 8235934515 | website: www.xup.ac.in

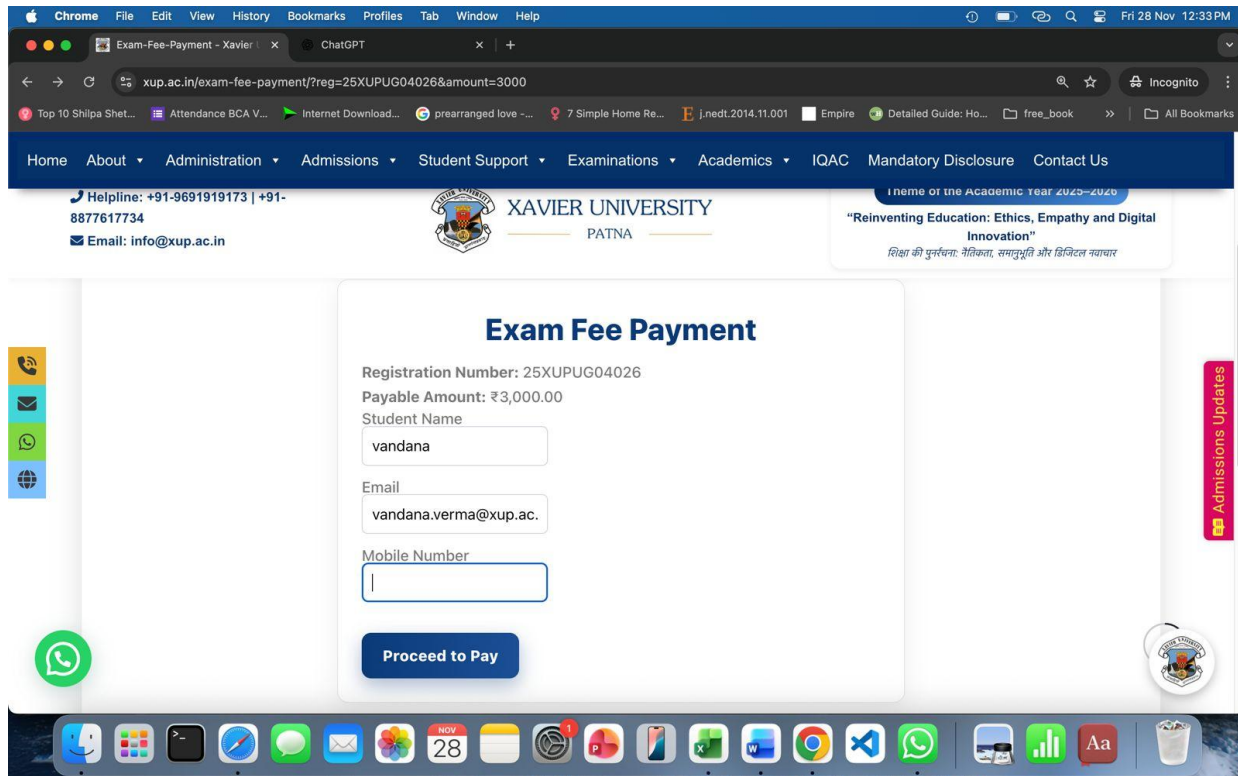
STEP 6: VERIFY YOUR GIVEN DETAILS. STUDENTS WHO BELONG TO ST/SC/DIVYANG CATEGORY ARE REQUIRED TO UPLOAD THE CERTIFICATE ISSUED TO THEM BY THE GOVERNMENT.



The screenshot shows a web browser window displaying the Xavier University Exam Registration Form. The form includes a navigation bar with links like Home, About, Administration, Admissions, Student Support, Examinations, Academics, IQAC, Mandatory Disclosure, and Contact Us. The main content area has a 'Program Code' field with '04' entered. Below this is a 'Subject of BA (English)' section with several checkboxes, all of which are checked: English Literature: An Introduction - I, British Poetry (14th to 17th Century), Science of Literary Expression, Functional Communication (English - I), Creative Writing, Indian Knowledge System, and Environmental Studies. There are two 'Upload' sections: 'Upload Photo (Passport Size)' and 'Upload Your Signature', both with 'Choose File' buttons and 'No file chosen' text. At the bottom, there is a 'Declaration' section with a checkbox and the text 'I confirm that the information provided above is correct and verified by the Dean.' The browser's address bar shows 'xup.ac.in' and the system clock indicates 'Fri 28 Nov 12:31 PM'.

STEP 7: UPLOAD YOUR PASSPORT SIZE PHOTO (IN UNIVERSITY UNIFORM WITH ID CARD ON A PLAIN BACKGROUND) AND YOUR SIGNATURE. (CHECK THE ACCEPTABLE IMAGE SIZE). Confirm the information provided.

STEP 8: NOW PROCEED FOR EXAMINATION FEE PAYMENT.



STEP 9: AFTER SUCEESSFUL FEE PAYMENT, DOWNLOAD THE PDF GENERATED AND GET IT SIGNED BY THE ACCOUNTS DEPARTMENT.

STEP 10: SUBMIT THE EXAMINATION FORM TO THE DEAN OF YOUR SCHOOL On or before 04.12.2025 (Thursday).

The Form Submission Link is open from 02:00 PM (01.12.2025) to 02:00 PM (04.12.2025)

All the Best!

Fr. Dr. A. Sebastian, SJ